

POSITION DESCRIPTION

A. Position: Human Resources Coordinator

B. Position Function:

To organize and administer resources, recruitment, benefits, personnel policies, wage and salary plan and governmental compliance to contribute in every way possible to strengthening the Cooperative's workforce.

C. Reporting Relationships:

1. Directly reports to the Chief Financial Officer (CFO) or the Chief Operating Officer (COO) when the CFO is unavailable.

Reports to the Chief Executive Officer (CEO) on all serious and significant events.

2. Responsible for: Human Resources Department

D. Responsibilities and Authorities:

Within the limits of administrative policies, budgets and specific delegation from the CFO, the Human Resources (HR) Coordinator assumes the responsibility and has commensurate authority for the following activities, recognizing the continuing responsibility of this position for developing and maintaining a favorable cooperative image consistent with the cooperative strategic goals:

E. As a member of the General Staff:

1. Independently plans, coordinates and executes all human resources activities for Central Valley Electric Cooperative, Inc. (CVEC or Cooperative), serving as the primary point of contact for employees, management and external partners on HR matters.

2. Communicates the Cooperative's Mission Statement, Strategic Goals, policies and procedures to foster employee understanding, commitment and alignment.

3. In collaboration with the CFO and COO, will aid in developing recommendations regarding departmental organizational structure and staffing to accomplish approved program goals through the most effective and efficient utilization of available resources.

4. Maintains effective internal and external relationships to enhance information transfer, productivity and the ability to influence decisions of others.

5. Selects and recommends the transfer, promotion, termination and disciplinary action of immediate HR staff, to accomplish approved program goals and to assure effective and efficient utilization of available human resources. Recommends disciplinary and termination actions of other employees as needed based on personnel file history and Cooperative policies.

6. Represents the CEO as assigned to ensure adequate representation of the Cooperative's interests.

F. As the Human Resources Coordinator:

1. Plans and coordinates all human resources activities for Central Valley Electric Cooperative, Inc. (CVEC or Cooperative).

2. Participates in the development, implementation and periodic review of the Cooperative's administrative policies and procedures. Serves as a knowledgeable resource to employees seeking answers to questions on policies and procedures. Issues up-to-date employee policy books and ensures all employees receive new or modified administrative policies promptly.
3. Manages recruitment in close collaboration with Member Services, including developing job descriptions, preparing and placing postings and advertisements, screening applicants, conducting interviews, extending offers, relaying rejections and facilitating onboarding to ensure a smooth integration of new employees.
4. Develops and maintains a new employee orientation program to familiarize new employees with the objectives, policies, plans and vision of the Cooperative.
5. Serves as the primary resource for the Cooperative's policies, procedures and employment laws, including but not limited to, FMLA, ADA, EEOC, ERISA, HIPAA and others. Researches regulations, ensures full organizational compliance and recommends updates and improvements.
6. Reviews and conducts wage and salary plan surveys and comparisons to ensure CVEC is competitive with area employers and similar utilities.
7. Administers the Cooperative's benefits programs, including the defined benefit Retirement Security (RS) plan, 401(k) plan, medical, vision, dental plans and other benefits, with direct responsibility for enrollment, changes, communications and reconciliations. Oversees payroll-related benefits processes, including data submission to NRECA for 401(k) contributions, loan repayments and RS employer contributions. Serves as the primary guide for employees approaching retirement, helping them navigate the retirement process by explaining NRECA's retirement options, as well as any options available through third-party retirement providers. Coordinates with NRECA's Personal Investment & Retirement Consulting team as needed to support informed decision-making.
8. Maintains strict employee privacy and confidentiality in accordance with the Cooperative's policies, HIPAA and protected health and employee information standards. Serves as HIPAA Privacy Officer as described in CVEC HIPAA policies.
9. Receives employee applications, assists in the interview process, and provides advice and guidance to other staff involved in the interview process to ensure compliance with all federal and state laws.
10. Administers wellness and health programs, drug testing, physicals and workers' compensation claims while maintaining the required confidentiality.
11. Maintains a complete personnel file for each employee in accordance with state and federal regulations and CVEC policies.
12. Reviews completed performance appraisals to ensure they are performed fairly and impartially, and counsels with supervisors as necessary.
13. Develops necessary budgets for the HR Department and orders Department supplies as required.
14. In addition to these responsibilities, you may be assigned to perform other duties from time to time by the CFO or CEO.

POSITION SPECIFICATION
Human Resource Coordinator

- G. EDUCATION: A Bachelor's degree from an accredited college or university in Human Resources, Personnel Management or Business Administration. Relevant experience will be considered in lieu of a degree.
- H. EXPERIENCE: A minimum of three years of general business or human resources management is desirable.
- I. KNOWLEDGE: A thorough working knowledge of benefits administration and employment laws as they relate to employment policies and procedures and benefit programs. Other preferred areas of expertise include public, personnel and management relations.
- J. ABILITIES AND SKILLS: The ability to effectively coordinate available resources and prioritize and manage multiple projects is essential. The ability to communicate effectively with others, both orally and in writing, and to maintain accurate records is vital. Should be capable of drawing valid conclusions and projecting consequences of decisions and recommendations, as well as setting priorities and meeting deadlines. Must possess the ability to maintain effective working relationships with employees and the general public, as well as supervise, train and evaluate assigned staff. Must be skilled in salary administration, organization planning and in conducting interviews for effectively selecting qualified employees. Must be capable of resolving complex human resource issues through research, investigation and interpretation of laws and existing documentation. Must possess the ability to interpret government regulations to ensure compliance. Must be skilled in Microsoft Office Suite and other computer-related software. Must be able to read, write and perform moderately complex mathematical computations to evaluate benefits, financial statements and wage and salary administration. Skills in developing plans, procedures, and goals are required.
- K. WORKING CONDITIONS: Generally accepted office working conditions. Occasional work outside regular working hours may be required. However, occasional travel may be required to represent the Cooperative at training and information meetings of allied organizations and professional groups.
- L. PHYSICAL REQUIREMENTS: CVEC has deemed the HR Coordinator to be a safety-sensitive position. Sedentary work requiring exertion of up to 25 pounds of force occasionally and/or a negligible amount of force frequently. Light lifting of generally 25 pounds or less. The position requires sitting most of the time. Requires repetitive hand and finger movements, such as dialing and keyboarding. Primarily, inside work at a desk. Must be able to use office equipment, including a copier, computer, and printer. Must be able to communicate with individuals and small and large groups. Specific vision abilities required include close vision, peripheral vision and the ability to adjust focus. Must be able to present information to others and work under stress. Must be willing to submit to random alcohol and drug testing per company policy.

M. OTHER REQUIREMENTS: Must possess a valid New Mexico driver's license and satisfactory driving record as a condition of initial and continued employment. Must maintain confidentiality.

Confidentiality Acknowledgement: The Human Resource Coordinator acknowledges the need for the confidentiality of all cooperative matters and further acknowledges that no information regarding any confidential matter will be released or communicated without the express authorization of the CFO, COO and CEO.

Human Resources Coordinator

Date

Chief Financial Officer

Date